	APOLLO HOSPITALS, SECUNDERABAD		MOM – 13
			Issue: C
	POLICY ON USE OF MEDICAL GASES		Date:06-01-2017
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Dy.Medical Superintendent		Chief Executive Officer	

## 1. Policy

- 1.1 It shall be the Hospital's policy to provide a safe, secure and reliable medical gas service to patients and staff.
- 1.2 This policy shall provide guidance and references to ensure that the standards are achieved.

## 2. Scope

- 2.1 This policy shall apply to all persons who have access to, use of, or are responsible for the supply of medical gas services in the hospital's properties.
- 2.2 This policy shall apply to the supply, delivery, installation and maintenance of the medical gas service from the point of supply, up to and including the terminal outlets.
- 2.3 This policy shall lay down the mandatory requirements of the hospital for the activities associated with the service for the supply of:

Medical Oxygen


Nitrous Oxide

Nitrous Oxide / Oxygen [Entonox]

Medical Compressed Air

Medical Vacuum

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Anaesthetic Gas Scavenging Systems

### 3. Operational Responsibilities


#### Responsibility

All clinical and non-clinical staff having access to piped medical gases.

This policy shall cover all operational aspects of the Medical Gases Pipeline System (MGPS) including the following:

- Key personnel
- Training
- Communications
- Permit to Work
- Contractors
- Medical equipment purchase
- Cylinder, medical gas ordering and handling
- Emergency procedures
- Monitoring of the policy
- Records

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## Key Personnel

The following personnel shall have specific responsibilities within this policy:

3.1 The Hospital administrator shall have the ultimate managerial responsibility for the adequate allocation of resources, personnel and the organization in which the MGPS is installed.


3.2 The in-charge of facilities shall have the overall responsibility for the hospital and should monitor the implementation of this policy.

3.3 The Authorized Person/ Maintenance personnel [MGPS] shall be responsible for the maintenance and management of the MGPS. The Authorized Person shall ensure that the MGPS is operated safely and efficiently and should be the only person who can decide whether or not the system should be put into use. The Authorised Person shall be suitably trained and should be reassessed every three years. There shall be at least one authorised person employed at any one time.

3.4 The Maintenance personnel shall be responsible for the daily monitoring of the contents of the MGPS and the reordering of gases, [bulk and cylinder] to ensure that there is no disruption to the supply.

3.5 The Maintenance personnel shall also be responsible for the quality control of the

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medical gases at the terminal outlet in accordance with the validation and verification.

3.6 The Designated Medical / Nursing Officer shall be the person who agrees to any interruption to the supply in liaison with the Authorized Person. Nurses shall be trained to shut off medical gases in case of an emergency.

3.7 The Hospital Administrator is responsible for the purchase, maintenance and use of medical equipment connected to the MGPS.


3.8 Medical gas cylinders shall be kept in cylinder store except when stored on the ward for use, where they shall be stored in a cylinder trolley conforming to the law of the land.

3.9 All safety precautions shall be taken when moving and handling medical gas cylinders.

3.10 New cylinders shall be visually checked for the appropriate labeling date and itemized in the invoice book and log book.

3.11 Label shall be checked for correct gas being used. The gas is within date for use (expiry date not passed). The cylinder is free from rust and the complete label is intact. The cylinder has been supplied with an intact seal, which is removed when the regulator is attached

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3.12 That all untoward incidents involving a medical gas shall be reported immediately to the Administrator and an Incident report will be raised. Root cause analysis of incident will be done to prevent recurrence of such incidents.

#### **4. Training**

4.1 Training shall be essential in order to ensure that all key personnel have a sound general knowledge of the principles, design and functions of their MGPS.

4.2 All authorized and competent persons [MGPS] shall have had suitable training and should be sufficiently experienced and familiar with their particular installation.


4.3 The medical and nursing staff who use the MGPS shall be trained in the use of the system, in particular, how to isolate the supply locally, and how to implement the emergency procedures.

#### **5. Communications**

5.1 All staff that is involved in the use, installation and maintenance of MGPS shall be aware of the operational policy and their specific duties contained within.

5.2 Before any routine planned work is carried out on the MGPS, the authorized person must advise the following:

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- 5.3 Where programmed work is planned, 28 days notice in writing shall be given before commencement. Where routine maintenance requires unplanned repairs, then at least 7 days notice in writing shall be given.
- 5.4 Where urgent repairs are required, it shall not be possible to give any notice. Under these circumstances the authorized Person shall advise the Medical / Nursing staff the situation and the anticipated downtime.

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